

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
January 22, 2015**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, January 22<sup>nd</sup>, 2015 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

**COMMISSIONERS PRESENT:** Chairman Lapp, Secretary Heck, Commissioner Iselin, Commissioner Merten and Manager Eileen Olson also present. Vice Chairman Stublely was excused.

Kathy Merten was welcomed as Commissioner to the Board replacing LeRoy Stoechr who retired in December.

Minutes from the regular monthly meeting of December 17<sup>th</sup> were approved with a motion by Heck and seconded by Iselin, motion carried unanimously.

**FINANCIAL REPORT:**

Reserve Account balances as of December 31, 2014  
(See statement balance sheet)

**OCCUPANCY REPORT:**

Manager Olson reported 53 on the waiting list for 1 bedroom units and 10 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

Motion by Heck and seconded by Iselin to accept the amended bid of \$7,800.00 from Otis Elevator for elevator direct phone lines and photo eye on elevator doors.

Bieneman Tree Service has begun tree removal. Manager Olson will contact the Burlington Forestry Dept. regarding removal of the buckthorn located along the river bank.

**(MPR Update)**

Manager Olson reported to board members that 15 units have been started but due to plumbing supply problems, a schedule change has been implemented. Board members inspected several units in various stages of refurbishing.

Manager Olson stated that outlets need to be installed for the heat tapes on the roof at RVM. She will contact Mather Specialty regarding this problem.

## **COMMUNICATION**

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

## **NEW BUSINESS**

Motion was made by Iselin, seconded by Heck to send Manager Olson and her office assistant, Jackie Bouton to attend the Fair Housing Training Meeting on April 22<sup>nd</sup>, 2015 in Madison.

## **UNFINISHED BUSINESS**

## **ADJOURNMENT**

There being no further business, motion to adjourn was made by Heck, seconded by Iselin to adjourn and carried unanimously. Meeting adjourned at 7:40 P.M. The next monthly meeting has been tentatively scheduled for February 12, 2015.



Ralph Heck, Secretary